

RAVALLI CONDOMINIUM REVIEW REQUIREMENTS

Each item to be initialed by the appropriate County Official from the appropriate Department upon completion or noted as not applicable (N/A). The applicant is required to provide a completed checklist along with the necessary documents/attachments to the Clerk and Recorder's Office prior to final filing of the condominium delcarations.

Ravalli County Planning Department

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| | Approved Subdivision Exemption Application (attach approval letter and required documentation for filing) - Refer to Section 4-4 of the Ravalli County Subdivision Regulations <u>OR</u> |
| | Approved Subdivision for Lease or Rent (attach subdivision decision - final plan/plat must be filed with the Planning Department (plan) or Clerk and Recorder's Office (plat)) - Refer to Section 3-7 of the Ravalli County Subdivision Regulations |

Ravalli County Environmental Health Department

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| | Department of Environmental Quality (DEQ) application submitted (completion of Environmental Health Department review will depend on Planning Department review, either approval of a subdivision exemption application or approval of the subdivision) |
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Ravalli County Clerk and Recorder's Office

Checklist for Filing Preliminary Declarations for Condominiums

A preliminary declaration, setting forth as many of the particulars required by 70-23-301 as may then be practicable, **may** be recorded before construction of the building described in the declaration is completed. The preliminary declaration shall not relieve the owner from the necessity of filing the declaration as required by 70-23-301.

Checklist for Filing Final Declarations for Condominiums

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| | Floor Plans. MCA § 70-23-306 (2005). Ravalli County prefers one blueprint and one mylar copy, but will accept blueprint. |
| | Statement by engineer, architect, or surveyor certifying the plans are an accurate copy of the set filed with and approved by the City and County officers that have the jurisdiction to issue building permits. MCA § 70-23-306 (2005). |
| | Approved Subdivision Exemption application or Subdivision for Lease or Rent (see Planning Department review above) |
| | Certificate of Subdivision Plat Approval from the Department of Environmental Quality or letter of Certification of Non-Applicability. (See also Environmental Health Department review above.) |
| | Declaration of Condominium Unit Ownership. MCA § 70-23-307 (2005). |
| | Bylaw of Condominium Unit Approval. MCA § 70-23-307 (2005). |
| | Declaration from Department of Revenue that the name of the condominium unit is proper and that all taxes and assessments due and payable have been paid. MCA § 70-23-304 (2005). |
| | Covenants. |